

LSA OFFICE HOURS

January 3, 2023



AGENDA

- Timeline
- Final Week Process
- Resources
- Weebly Updates
- Q&A

LSA TIMELINE

- Vendor testing began 10/10/22

November, 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

LEGEND	
	Initial Upload Phase
	Data Cleaning & Review Phase
	Holiday Break Period
	Initial Upload Deadline 11/18/22
	Final Deadline 1/11/23

December, 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
January, 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FINAL WEEK PROCESS

- Between now and 1/11/23:
 - Try to resolve all errors in your HMIS system and reupload
 - Submit detailed warning notes for all warnings - explain whether the data are correct or incorrect and why
- After 1/11/23:
 - Be on the lookout for emails requesting clarifying information
 - Once your CoC Primary Contact receives an email saying your dataset is “Complete,” you are done with the LSA process for this year!

TIPS FOR WRITING WARNING NOTES

- You don't need to submit notes saying "working on it" – we'll assume you're working on it until we receive a note with info on it.
 - Example: "We have reached out to the provider and are waiting for a response."
- Example of a warning note with a sufficient amount of information:
 - "The provider confirmed the length of stay for this project is correct after reviewing enrollment data. Households in this project tended to stay longer because they had higher needs and covid made the local housing market tighter."
- Do not include PII in your emails or warning notes!!
- If a flag is classified as "note sufficient" adding another note will set the status back.
- Reminder: you have to hit the submit button in order for your review team to know to review your warning notes

LSA INFO FROM PAST HMIS LEAD WEBINARS

- [HMIS Lead Webinars & Archive](#)
- December 2022
 - Eva demo
- November 2022
 - LSA tips from Institute for Community Alliances (ICA) – Minnesota
 - Updated DQ Tool Demo: Eva
- October 2022
 - LSA Process Overview
 - HDX 2.0 Demo
- August 2022
 - What is the LSA and AHAR
 - Useability
 - FY22 Specs Changes
 - Common Data Quality Issues doc

LSA INFO FROM PAST LSA OFFICE HOURS

- [LSA Office Hours #1: Nov 10, 2022](#)
 - LSA Submission Guide
 - HMIS Data Standards Manual
 - LSA Submission Process
 - HDX 2.0 Demo
- [LSA Office Hours #2: Nov 29, 2022](#)
 - Common Flags Library Doc and Demo
 - Common Data Quality Issues Doc and Demo
 - HMIS CSV DQ Tool Demo
- [LSA Office Hours #3: Dec 6, 2022](#)
 - Issues Update
 - Q&A
- [LSA Office Hours #4: Dec 13, 2022](#)
 - Issues Update
 - Q&A

RESOURCE LINKS

GENERAL

- [HMIS Lead Webinars & Archive](#)
- [HMIS Data Standards](#)
- [Comparable Database Manual](#)
- [Comparable Database Checklist](#)
- [HMIS Project Set-up Tool](#)
- [CSV Data Quality Tool](#)

TARGETED

- [LSA Common Data Quality Issues Doc](#)
- [LSA Common Flags Library](#)
- [Comparable Database Decision Tree](#)
- [Recording Rapid Re-Housing Inventory](#)
- [HMIS Dual Enrollments and HIC Duplicate Inventory Tracking](#)
- [Grant Consolidation and Closing Projects: How to handle client data in HMIS](#)

WEEBLY UPDATE

Q&A